

## Absences and Excuses

Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125.<sup>1</sup>

### **EXCUSED ABSENCES**

Excused absences are those absences due to the following:

1. Parent Notes - a total of four (4) days per school year in middle and high school and a total of (6) days in elementary school per school year will be excused with a note ~~or phone call~~ from the parent or guardian. **After the allotted number of parent notes have been received, a doctor's note will be required. Up to ten (10) absence events with doctor's statements shall be allowed. Any absences due to medical reasons in excess of ten (10) shall require the presentation of a completed Medical Excuse Form 09.123 AP.2 before those absences shall be excused. Medical Excuse Forms shall be available at each school and the central office.**
2. Medical or Dental Appointment - visits to a doctor or dentist. Documentation is required.
3. Death in the immediate family - immediate family is considered as parent, brother, sister, grandparent, aunt, uncle, or person living in the same household. Documentation is required.
4. Serious illness in the immediate family - same persons as listed in (3).
5. Court appearance - a court appearance required by the court is excused. Documentation is required.
6. Religious holiday and practices, - this must be approved in advance by the Principal.
7. Driver's test - 1/2 day will be excused for permit test and 1/2 day for driver's test.
8. Documented military leave.
9. One (1) day prior to departure of parent/guardian called to active military duty.
10. One (1) day upon the return of parent/guardian from active military duty.
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces.
13. Other valid absences that are excused by the Principal in advance, or in cases of emergencies. The student and/or parents should not assume that an absence shall be excused unless approved in advance by the Principal. The Principal may excuse absences due to emergencies after the student returns to school.

Valid reasons shall include trips qualifying as educational enhancement opportunities:

**Absences and Excuses****EXCUSED ABSENCES (CONTINUED)**

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

A student with an excused absence will:

- A. Secure an excused admit slip from the office when returning to school (high school and middle school only). A written note signed by the parent or other proof must be presented to the Principal (teacher) or appointed representative within two (2) days of returning to school.
- B. Present the excused absence note to each teacher of a class missed and make arrangements to make up assignments.
- C. Complete all make-up assignments in the same number of days missed plus one (1).

**UNEXCUSED ABSENCES**

Unexcused absences are those that do not fit any of the excused absences categories. A student with an unexcused absence will:

- A. Secure an unexcused admit slip from the office (high school and middle school only).
- B. Present the note to each of his/her teachers.
- C. *Not* be allowed to make up assignments missed during the unexcused absence, unless assigned to do academic make-up of work during Academic Make-up School (high school and middle school only), but will be allowed to make up tests and major projects (high school and middle school only).
- D. Have the same number of school days, plus one (1), as the length of absence to complete all make-up tests. Teachers are encouraged to provide for tests to be made up after school or during Academic Make-up School (high school and middle school only).
- E. *Not* be allowed to participate in any extracurricular school activities until present for a complete day of school.

## Absences and Excuses

### **LOSS OF PRIVILEGES**

High school students who accumulate ten (10) or more unexcused absences during a school year shall be subject to losing the privilege of driving to school and parking on school grounds.

### **TRUANCY**

Truancy is defined by KRS 159.150 as any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without a valid excuse for three (3) or more days or tardy without valid excuse on three (3) or more days. Any student who has three (3) or more unexcused absences or tardies shall be referred to the Director of Pupil Personnel as truant for parental contact.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Habitual truancy is defined by KRS 159.150 as any child who has been reported as a truant two (2) or more times. The Director of Pupil Personnel will refer to the Owen County Court System any student who has had six (6) unexcused absences.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

### **SUSPENSION**

Suspension is absence caused by disciplinary action of the school. During the term of any suspension the student is not allowed on school property. A student who has been suspended shall, on his/her return to school:

- A. Be given an unexcused admit slip to class (high school and middle school only).
- B. *Not* be allowed to make up assignments missed that were made and are due during the suspension, but will be allowed to make up tests and major projects.
- C. Have the same number of school days, plus one (1), as the length of suspension to complete all make-up tests.
- D. *Not* be allowed to participate in any extracurricular school activities until present for a complete day of school.

### **APPEALS**

Parents who disagree with the determination as to whether an absence is excused or unexcused by the Principal or site-based decision making council/appeals committee may appeal the decision to the Director of Pupil Personnel located at the Board of Education.

### **ACADEMIC MAKE-UP SCHOOL (HIGH/MIDDLE SCHOOL ONLY)**

Students who are absent from school should be allowed and encouraged to make up work they miss.

Each school will be responsible for establishing the date and times for Academic Make-up School. This process shall be adopted by the SBDM Council and outlined in the student handbook.

Absences and Excuses

**REFERENCES:**

<sup>1</sup>702 KAR 7:125

KRS 36.396, KRS 38.470, KRS 40.366

KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294

KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180

OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

**RELATED POLICIES:**

09.111, 09.122, 09.4281

09.126 (re requirements/exceptions for students from military families)

Amended 8/21/2017